



EMPLOYER REFERENCE GUIDE



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CO-OP OVERVIEW

Introduction to Drexel University Co-op

Drexel University's cooperative education program (co-op) is one of the largest and most respected in the world. Co-op students alternate periods of full-time professional employment with periods of classroom study, while employers gain valuable contributions from talented young professionals. Over 1,650 employers across the United States and in approximately 49 foreign countries partner with Drexel's Steinbright Career Development Center (Steinbright) each year.

Co-op promotes student learning in the areas of personal and social responsibility, civic knowledge and engagement, intercultural awareness and most importantly, practical application of academic concepts in real-world, professional settings. For employers, co-op provides the opportunity to develop and evaluate new workforce talent. The University's robust and expanding research enterprise features an array of use-inspired, applied research programs making Drexel students forward-thinking and valued contributors in the workplace. Drexel's programs are ranked by *U.S. News & World Report* among the best in business, education and engineering, with co-op as a cornerstone of the academic curriculum.

The dedicated staff of Steinbright is available to assist students and employers throughout the co-op process. This reference book is designed to answer questions employers may have concerning co-op hiring, policies and procedures and success. We encourage employers to use this document as a resource and to contact their assigned coordinator with any additional questions.



of our eligible undergraduate students participate in the co-op program.

That's more than
5000 students a year.

AT DREXEL,
CO-OP IS WHO WE ARE
AND WHAT WE DO.

CO-OP OVERVIEW

Co-op Cycle Overview

The co-op program at Drexel University enables undergraduate students to alternate classes with full-time employment through University-approved employers. Generally, students are on co-op for a six-month period, alternating with six months of classroom study.

Academic Year Calendar

Drexel University operates on a four quarter system. The terms are as follows:

Fall September to December

Winter January to March

Spring April to June

Summer June to September

Main Co-op Cycles

Spring/Summer April to September

Fall/Winter September to March

Exceptions

Summer Only Entertainment & Arts Management
Music Industry
Criminal Justice

Winter/Spring May be available for some
Accounting Students

○ IN CLASS ● ON CO-OP

FOUR YEAR - ONE CO-OP OPTION

SAMPLE SCHEDULE FOR FALL/WINTER CYCLE

	FALL	WINTER	SPRING	SUMMER
FRESHMAN	○	○	○	OFF
SOPHOMORE	○	○	○	○
JUNIOR	●	●	○	○
SENIOR	○	○	○	GRADUATION

Fall/Winter or Spring/Summer

FIVE YEAR - THREE CO-OP OPTION

SAMPLE SCHEDULE FOR SPRING/SUMMER CYCLE

	FALL	WINTER	SPRING	SUMMER
FRESHMAN	○	○	○	OFF
SOPHOMORE	○	○	●	●
PRE-JUNIOR	○	○	●	●
JUNIOR	○	○	●	●
SENIOR	○	○	○	GRADUATION

Fall/Winter or Spring/Summer

FOUR YEAR - TWO SUMMER CO-OP OPTION

	FALL	WINTER	SPRING	SUMMER
FRESHMAN	○	○	○	OFF
SOPHOMORE	○	○	○	●
JUNIOR	○	○	○	●
SENIOR	○	○	○	GRADUATION

Responsibilities and Expectations

Drexel University's co-op program is an integral component of a student's academic program. Co-op students earn credit while working in professional, career-oriented positions and co-op employers benefit from the energy and enthusiasm of the students. The co-op program functions best when all involved employers, students and coordinators work together to maintain open communication throughout the co-op experience, establish clear goals and expectations and proactively address any issues that arise.

Employers

We value the experience employers provide our students and the time and energy dedicated to them. Co-op employers are essentially adjunct instructors who teach professionalism, industry knowledge and company norms.

Steinbright expects that employers will:

- Treat co-op employees as they would a full-time employee
- Provide meaningful work that relates to the student's field of study
- Provide appropriate training, mentorship and supervision
- Provide feedback to the student and Steinbright through performance evaluations
- Adhere to Steinbright policies and timelines

Students

Students agree to work for the specified time frame and for the agreed salary rate in exchange for credit which is required for graduation.

Co-op student employees are expected to:

- Act professionally in all aspects of the job search and while employed
- Adhere to company, Drexel University and Steinbright policies and procedures
- Provide high quality work
- Collaborate with colleagues

Co-op Coordinators

Co-op coordinators work with an assigned group of students and employers, typically by major.

Co-op coordinators will:

- Assist employers with questions regarding the co-op process, SCDCOnline and time lines
- Provide support to enhance student work performance
- Advise employers on recruitment strategies
- Guide students throughout the recruiting process

COOP 101

COOP 101, Career Management and Professional Development, is a mandatory course for all students enrolled in the co-op program at Drexel. This course prepares students for their co-op experiences by developing job search skills and techniques.

In COOP 101, students learn the fundamentals of resume development, the interview process and job search techniques and workplace professionalism.

Certificate of Merit

The Certificate of Merit is awarded to students who elect to complete additional assignments and attend additional classes in order to further develop their professional skills. This award demonstrates to potential employers that the student excels in the skills necessary to become a valuable employee. Only 25% of students earn this certificate.

National & International Co-op

Drexel students are increasingly interested in pursuing co-op opportunities outside of the Philadelphia region, in order to enhance their understanding of the global marketplace. A national or international co-op experience allows students to develop a broad professional network, experience a different cultural environment and explore another region of the country or the world.

If organizations have locations in other parts of the country or the world, they often consider creating co-op opportunities in those offices as well. Hiring co-op students within national or global offices extends the benefits of Drexel co-op and provides organizations with diversity and unique global perspectives. To discuss posting national or international jobs, contact the assigned co-op coordinator.

CO-OP HIRING PROCESS

Explanation of Recruiting Rounds

There are three rounds of recruiting (A, B, and C) for each co-op cycle. Students participate in the rounds until they find a co-op placement, and all unpaired jobs roll to subsequent rounds until they are filled. Each round is date driven, with specific deadlines for submitting job descriptions, conducting interviews and making offers or ranking candidates. The employer calendar can be found on the Steinbright website at drexel.edu/scdc/calendars-events/deadlines/undergrad-co-op-employers.

The C Round

The C Round is the final round of co-op recruitment and works differently from A and B Rounds. After review of student resumes, employers contact students directly to schedule interviews and make job offers directly to the students. Should an offer be accepted, employers should contact their co-op coordinator. If the student accepts, it is then the student's responsibility to work with their coordinator to file the necessary paperwork to register the co-op position with Drexel. C Round continues into the start of the co-op cycle, as we continue to work with all students and employers to fill posted positions.

Job Postings

A well-written and detailed job posting will help attract appropriate students for your position and company.

- Include information that helps students to understand your corporate culture and provides a clear description of the position responsibilities.
- Tailor your description for a student audience and ensure that the qualifications listed are reasonable for a student.
- Practical details, including location, information on public transportation, relocation assistance, and scheduling are particularly helpful for positions located outside of Philadelphia.

Please see the following page for specific details on the job posting screen in SCDCOnline.

A Round

All job postings, interview selections and offers made in SCDCOnline.

On-campus interviews are available.

B Round

All job postings, interview selections and offers made in SCDCOnline.

All interviews are conducted off campus.

C Round

Jobs are posted and students apply in SCDCOnline.

Employers contact candidates directly to schedule interviews and make offers.

Create New Job <small>Job Number will be system assigned</small>	Service Types Co-op Experience	Begin Term Fall (September 2012-January 2013)
Complete all revisions, then click "Save Job".		
<input type="button" value="Save Job"/>	* indicates required field	This job requires an ES&P

Position Title * (specific job location required; manager name optional)

Specific and Field-Oriented / Inside location

Division/Location/Company Description *

- Background information on the company history
- Details on the corporate culture of the organization
- Company mission statement / goals
- Link to your website

Position Narrative *

Please include information such as:

- A detailed account of the key responsibilities
- Required qualifications
- Sample projects
- The work environment
- Opportunities for student development and growth
- Training provided for the position
- Expected learning outcomes

City where job will be located * (for reporting purposes)



Co-op employers should be aware that the Fair Labor Standards Act (FLSA) and related state and local statutes may govern the relationship between employers and co-op students. Employers are encouraged to review the FLSA and determine whether its minimum wage, overtime and other provisions are relevant to the circumstances of their co-op placement(s).

"Unpaid" position (see above): ☐

Job Length *

6 months

Job Location * (choose the closest one)

-- Please choose a location --

US City Zip Code (only enter for US jobs)

Transportation to work

- * ☒ Car Required
- ☐ Public Transportation Available

View students's unofficial transcript online

- ☐ Yes
- * ☒ No

Job Search Keywords

Optional

Special Application Instructions (visible to all applicants)

- Include information on any pre-employment application or testing requirements
- If you would like students to send sample work, please indicate that here

Special Interview Instructions (visible to selected candidates only)

- Provide contact information for students to contact you directly
- OR
- Indicate that you will be contacting students to schedule an interview time

Select items as desired from the list below. Select multiple items by holding the Ctrl key while clicking items. NOTE: These changes will be made when you click the "Save Jobs" button.

Available Job Function Categories (at least one must be selected)

If you select an "ALL" category, you MUST also select the relevant sub-category(s) for students to be able to find your job(s).

- Arts & Sci. - Philosophy
- Arts & Sci. - Communications
- Arts & Sci. - Nutrition & Foods (HISTORICAL- Up to 2010-11)
- Arts & Sci. - Anthropology
- Arts & Sci. - Criminal Justice
- Arts & Sci. - English
- Arts & Sci. - History
- Arts & Sci. - International Area Studies
- Arts & Sci. - Political Science
- Arts & Sci. - Psychology

Available Classifications (at least one must be selected)

- Sophomore
- Pre-Junior
- Junior

Current Number of Openings *

1

Job Status

Pending

To interview students on Drexel's campus (A-Round only), select On-campus

Postings will remain pending until a coordinator approves the position

Job Round

A-round

Interview Location

Off Campus

Minimum Work Authorization Requirement

- ☐ US Citizen
- ☐ Resident Alien (green card)
- * ☒ No Restriction

Minimum GPA (ex. 3.2, max 4.0)

Optional

International Students have work authorization through the university and do not require sponsorship. Please select No Restriction unless the job requires a security clearance

Selected Job Function Categories (select to delete)

-- None (Please select at least one at left) --

To expand your applicant pool, select all applicable majors and classifications

Selected Classifications (select to delete)

-- None (Please select at least one at left) --

Complete all revisions, then click "Save Job".	
* indicates required field	<input type="button" value="Save Job"/>

CO-OP HIRING PROCESS

Candidate Selection

When students apply to a job posting, their resumes are submitted electronically to the employer's SCDCOnline account. Employers are notified via email when student applications are complete and they are able to view candidates' resumes.

Employers can view resumes in SCDCOnline, or select Print Interview Packets in order to view all resumes in a printable PDF format.

Select all candidates to be interviewed whether for an initial screening or for in-person interviews. By selecting a candidate, employers indicate that they will interview that student. Candidates will receive notification that they have been selected, and will at that time be able to view the Special Interview Instructions field. Employers should refrain from contacting selected students until the date indicated on the employer calendar at drexel.edu/scdc/calendars-events/deadlines/undergrad-co-op-employers.

The Special Interview Instructions field is used to communicate preferences for scheduling off-campus interviews. Employers should include contact information so that students can easily schedule their interviews. Please verify that these instructions are correct when selecting candidates.

Interviews

Interviews may be conducted in person at the employer's location, on campus, by phone, by Skype or a combination thereof. Employers are encouraged to hold interviews on-site, in order to give students a clear picture of the company, corporate culture and location.

Drexel co-op students are obligated to attend every interview they have been selected for. If there is trouble scheduling an interview with a student, employers should contact their co-op coordinator.

Occasionally a student may no longer be available for an interview due to a job offer outside of SCDCOnline, a medical leave, academic reasons, etc. In such cases, the student is responsible for contacting the employer in a professional manner in order to decline the interview.

On-Campus Interviews

On-campus interviews are held during A Round over a period of one week. Employers wishing to interview on campus must book a room within the SCDCOnline system.



CO-OP HIRING PROCESS

Offers, Rankings, and Pairings

Offers and Ranking of Students (A and B Rounds Only)

After the interview period, employers should make offers of employment and select qualified alternates in SCDCOnline (A and B Rounds only). In order to avoid confusion and miscommunication between students and employers, verbal offers should not be made. By entering offers in SCDCOnline, employers allow Steinbright to track all jobs and maintain an official record of each student's placement.

Steinbright considers all offers and qualified alternate offers to be a commitment. If an employer is paired with a student who was selected during this process, the employer is obligated to hire that student. In turn, students are obligated to honor the results of the pairing process and are then committed to the employer they have ranked. Additionally, the salary and compensation offered are considered a financial commitment which employers are obligated to pay should they be matched with the student.

When entering rankings, employers can increase or decrease the number of open positions and the number of openings should equal the number of offered positions.

After the deadline for employers to rank their interview candidates, students will then be able to access the same system and rank the employers in return. Once all parties have entered their rankings, the optimal pairing process is run, and results are available the next day.

Optimal Pairing

Optimal pairing is a computerized process which utilizes numerical rankings submitted by both employers and students to make the best possible co-op placement matches. This process is utilized during A and B Rounds for all offers of employment.

Once activated, the optimal pairing process proceeds through a series of sweeps, which pair employers and students based on the submitted rankings of each. The first sweep of the process matches all student 1s and employer 1s (employer offers - student accepts), for a combined score of 2. The second sweep identifies the next lowest combinations of rankings: Employer ranking=2, student ranking=2, or employer ranking=2, student ranking=3, and so forth, and finalizes these pairings with each sweep. The process continues sequentially through employer and student rankings until it can go no further, i.e., it has no more students to pair with employers.

Once employers have been paired with a student, it is best that they notify the student of details pertaining to start date, required paperwork and a contact person for questions prior to the start of co-op.

RANKING TERMINOLOGY

Offer

An offer in SCDCOnline is considered to be an official job offer, similar to a formal offer letter.

Qualified Alternate

A candidate the employer is interested in hiring, but who is not the first choice. When candidates are ranked, they become qualified alternates.

Employers may select as many qualified alternates as they would like. If the first choice does not accept the offer, employers could possibly be matched with an alternate. Steinbright recommends ranking more than one student during the process in order to better increase the chances of being paired with a student. Employers should not rank a student they are not interested in hiring.

Decline

Indicates no employer interest in hiring the student.

CO-OP HIRING PROCESS

C Round Offers

During C Round, all offers of employment should be made directly to the student and communicated with the employer's co-op coordinator. There is no timeline or deadline for those offers.

Compensation

Once employers make an offer or rank a student, a compensation screen will appear. Employers must enter the hourly wage and hours per week. Employers may also include any additional compensation offered (optional). Please note, employers must enter this information for each student they wish to rank as an offer or an alternate. The Drexel Co-op Salary guide can be found on the Steinbright website at: drexel.edu/scdc/employers/hire-coop/process/salary-guide.

In order to receive credit for co-op, students must work full-time (35-40 hours per week) for a paid position (minimum wage or above), or 20 hours per week for an unpaid position.

Students are not permitted to negotiate salaries through SCDCOnline pairings.

Additional Compensation (Optional)

Some employers may offer housing, relocation costs, or transportation stipends as part of the offer. This is entirely up to you. All housing arrangements are the responsibility of the student. Any advice or guidance you can provide for students who are relocating is appreciated.

Fair Labor Standards Act

Co-op employers should be aware that the Fair Labor Standards Act (FLSA) and related state and local statutes which may govern the relationship between employers and co-op students. Employers are encouraged to review the FLSA at dol.gov/whd/regs/compliance/whdfs71.pdf and determine whether its minimum wage, overtime and other provisions are relevant to the circumstances of their co-op positions.

Co-op Registration Documents

All co-op placements must be registered as co-op is a requirement for graduation and will appear on student transcripts.

In A and B Rounds there is no additional documentation needed for co-op registration*. If employers are unable to enter rankings into SCDCOnline, an offer letter may be requested to confirm hiring.

In C Round, employers send the official offer letter to the student and the employer's co-op coordinator so their co-op placement can be registered. Contact the co-op coordinator upon hiring a student to inactivate the position and prevent further resumes from being sent.

*Please note that international students may require an official offer letter to apply for a social security number.



DURING CO-OP

Orientation and On-Boarding

Once the pairing process is complete, the Steinbright Career Development Center recommends that employers contact their students to discuss the on-boarding process and orientation.

Before the First Day

- Arrange a start date. The co-op program has an official start date, but students may be flexible. An earlier start date can be negotiated between the employer and the student directly.
- Provide students with any required paperwork and make students aware of required documentation for their first day.
- Arrange for any required screening such as background checks, security clearances and drug testing.
- Provide students with details concerning work hours, dress code and office location.

Recommendations for Internal Planning

- Select a supervisor and mentor who will work closely with the student.
- Share expectations of co-op placement to staff team.
- Plan meaningful work assignments.
- Plan for additional work and extra tasks in the event that the student works ahead of schedule.
- Arrange a schedule for the first day and week, including any necessary training.
- Set times for regular meetings and performance reviews with the student's supervisor.
- Set up the student's work station and prepare items such as identification, email accounts and computer passwords so that they can start working right away.

The First Day

Orientation

- Complete any outstanding new hire paperwork
- Provide the student with an employee handbook
- Explain payroll policies and schedule
- Ensure the student has necessary passes, keys and computer access
- Introduce the student to the staff team and their mentor
- Establish a clear line of communication and reporting with the student's supervisor and other leaders within the department
- Provide the student with a tour of the facility
- Review the job description with the student and provide clear expectations of training plans, work assignments, professionalism and deadlines
- Provide a timeline for performance reviews and an explanation of evaluation processes

Policies, Procedures, and Expectations

One of the keys to co-op success is a clear explanation of expectations from the employer. Many students are relatively new to the workplace, and will benefit from a thorough review of company policies, procedures and expectations, including:

- Attendance, including a detailed explanation of work hours and time reporting procedures
- Discrimination and harassment policies
- Company dress code
- Email and communication professionalism
- Personal conduct standards
- Progressive disciplinary actions
- Confidentiality policies
- Emergency procedures and safety training
- Personal use of company time, including cell phone, email and internet use

Attendance

While students are on co-op, they should abide by co-op employer policies, procedures and holiday calendar. Students do not follow the Drexel calendar during the co-op work period. It is important to clearly communicate to each student all expectations of work schedules and outline any company policies and procedures during the orientation period.

Drexel co-op students are required to work for the full six-month period, unless alternate arrangements are made with the co-op employer (i.e., some study abroad programs may overlap by a couple of weeks with the standard co-op work cycle). Co-op students are not entitled to vacation time (including spring break or holiday break), unless arrangements are made with the co-op employer in advance. For questions or concerns regarding a student's work schedule, sick time or requests for time off, employers should contact their co-op coordinator.

Please see the General Guidelines and Policies section for additional information regarding

- Optional Practical Training (OPT)
- Study Abroad
- Student Athletes

Jury Duty

If a student is selected for jury duty during the co-op work cycle, the student employee should be treated in the same manner as other employees, with respect to compensation and permission to be absent from work. Employers are responsible for complying with the laws that apply in their jurisdiction.

Performance Evaluations of Students

At the end of every co-op cycle, Steinbright asks employers to review the work performance of co-op students. Evaluations are critical to the success of the students and our program. Students are evaluated on work ethic and criteria that the University has identified as important for all students and graduates (Drexel Student Learning Priorities), as well as skills and competencies that have been identified by each of Drexel's colleges or schools.

Completing the Employer Evaluation form through SCDCOnline is meaningful and important for several reasons:

- Students need to hear feedback about their performance in order to further improve and grow professionally
- Steinbright reviews the evaluations to determine if students are well prepared and to seek out areas where Drexel can improve in serving employers
- Each academic department reviews suggestions for curriculum improvements and may utilize feedback to adjust curriculum
- Several academic departments utilize feedback of student performance for accreditation purposes
- Students who achieve excellent evaluations are invited to participate in Kappa Theta Epsilon (KTE), the national co-op honor society

Employment Summary and Planner

Students are required to complete the Employment Summary and Planner (ES&P), a reflective synopsis of the co-op experience. The ES&P focuses on Drexel Student Learning Priorities and college-specific skills and competencies.

GUIDELINES AND POLICIES

Benefits, Salaries and Consultants

Co-op salaries are the decision of the employer and vary by major and level of experience, but it is expected that student employees will be paid a wage comparable to other employees having similar responsibilities. Major-specific salary information can be found in the Co-op Salary Guide at drexel.edu/scdc/employers/hire-coop/process/salary-guide.

Drexel co-op is a competitive program and rate of pay may impact an employer's success in recruiting desirable candidates.

With the exception of C Round, salaries are conveyed to students during the SCDCOnline rankings process. Students are not permitted to negotiate salaries through the SCDCOnline pairings.

While the vast majority of co-op positions are paid, some students enter into unpaid co-op arrangements based on the quality of the work experience and/or its relevance to the student's interests. Employers should keep in mind that the Fair Labor Standards Act (FLSA) and related state and local statutes may govern the relationship between students and employers. Steinbright encourages students and employers to review the FLSA and determine whether its minimum-wage, overtime and other provisions are relevant to the circumstances of their co-ops.

Benefits and Health Insurance

While working, co-op student employees are considered to be full-time students and they retain their regular health insurance plan. Most employers do not provide health insurance coverage for their student employees. Any other benefits, such as vacation days or paid holidays, are at the discretion of the employer.

Consultants/Independent Contractors

The Steinbright Career Development Center does not support co-op students being hired as independent contractors, except under rare and extenuating circumstances. It is in the best interests of co-op students and co-op employers to hire students as regular, full-time employees. Special exceptions may apply to athletes or for military obligations.

The IRS has repeatedly stated that 1099 status is reserved for individuals who are experts in their field and who require little to no supervision.

Fair Labor Standards Act

Co-op employers should be aware that the Fair Labor Standards Act (FLSA) and related state and local statutes may govern the relationship between employers and co-op students. Employers are encouraged to review the FLSA and determine if minimum wage, overtime and other provisions are relevant to the circumstances of their co-op positions.

Questions about the FLSA's impact on co-op hiring practices should be directed to the employer's legal counsel.

Taxes

Co-op students are considered employees of the company and therefore all federal and state laws and regulations apply. Co-op employers are responsible for withholding all deductions required by federal and state income tax laws from the wages of co-op student-employees.

Students with an F-1 visa pay all applicable federal, state and city/local taxes. However, they are exempt from paying FICA (Medicare and Social Security) taxes.

Relocation Assistance/ Housing

Housing and the costs associated with relocation are ultimately the responsibility of the student. While it is not a requirement, some co-op employers may cover all or part of relocation and/or housing costs. Locating appropriate housing can be a challenge for students, and therefore many co-op employers do provide some guidance to help prepare the student for relocation.

International Students

There are many international students from around the world who participate in Drexel's co-op program. There is no additional documentation required by co-op employers in order to hire international students.

Work Authorization

Generally, international students are studying in the United States on an F-1 visa. Once international students accept a co-op position, they then obtain an I-20, which gives them authorization to work off-campus.

Social Security Number

If an international student does not have a Social Security number (SSN), they will apply for one prior to beginning employment. International students may require an offer letter from employers in order to apply for the SSN. A Social Security number is not required before students begin work; however, students cannot be paid without one. It may take up to three weeks for a student to receive their Social Security number after they apply.

Optional Practical Training

International students can apply for Optional Practical Training (OPT) in order to be able to work in the United States for up to one year after they graduate. In order to maintain their eligibility for this program, students cannot work more than 364 days on co-op in the U.S. during their undergraduate career. Therefore, employers may receive requests from international students to finish their co-op a few days early. It is up to the employer's discretion whether to grant this, and students are aware that this is a privilege, not a right. Any changes to the student's schedule in order to accommodate OPT should be arranged prior to the student beginning work.

I-9 Form

When F-1 students complete the I-9 form, they can submit documents from List A only, item #5. Specifically, they must show their passport, I-94 form, and I-20.

Taxes

F-1 students pay all applicable federal, state and city/local taxes. However, they are exempt from paying FICA (Medicare and Social Security) taxes.

Study Abroad

Drexel University offers many opportunities for students to study abroad. From time to time, study abroad programs require students to depart before the co-op cycle closes.

Students are instructed that they should inform their co-op employer right away if they have been accepted to a study abroad program which interferes with their scheduled co-op. If employers receive requests from co-op students to end their co-op early due to a study abroad program, they should check with the co-op coordinator to verify the student's request and to ensure students have worked enough to earn co-op credit.

Student University Commitments

Accommodations and exceptions to co-op work schedules may be requested by some students including, but not limited to students participating in:

- Varsity athletics
- ROTC
- Residence Life – Resident Assistant program
- Theater, band or other performing arts ensembles
- Study abroad

It is at the employer's discretion to grant these requests and accommodations, but employers can contact their co-op coordinator for a discussion of the requests.

Steinbright determines appropriate co-op cycles for these students to accommodate their schedules. It is the student's responsibility to inform co-op employers of any potential scheduling conflict that will impact their time commitment prior to starting work. Steinbright expects students to appropriately request co-op work schedule modifications at the time of the interview. At the employer's discretion, co-op work schedules can be modified on a case-by-case basis.

Student Status

Student Classification While on Co-op

While on co-op, Drexel students are classified as full-time and actively enrolled. Successful completion of each scheduled co-op cycle is a requirement for graduation. Students earn credit for successful completion of their co-op, which is reflected on their transcript.

Student Ineligibility

During the recruiting process, employers may encounter a candidate whose status is listed as "temporarily ineligible". This could be the case for a variety of reasons, and means that employers are not able to hire the student. Co-op coordinators should be contacted with questions about a student's status as it is possible that the student's status may change.

Classes During Co-op

Students are permitted to take one course each quarter while on co-op, providing it does not conflict with their regular work hours. If students inquire about taking a class that conflicts with their regular work hours, it is up to employer discretion. Students know that during co-op their first priority must be their co-op position. If a student requests registration for a day-time class, students must obtain employer permission to attend and email verification that the class does not conflict with regular work hours.

Safety Training

The Steinbright Career Development Center expects that employers will comply with all federal, state and local workplace safety regulations. Co-op students should undertake the same safety training as full-time employees.

Performance Issues

As a general rule, co-op students should be treated as other employees would be. They should be held to the same performance standards and be expected to follow company policies and procedures. To avoid performance issues, it is best to ensure that expectations are clearly explained at the beginning of the work experience.

If performance issues do arise, employers should contact their co-op coordinator as soon as possible. Co-op coordinators can help to clarify co-op policies and discuss strategies for improving the situation with the student. It is appropriate to follow established protocol for addressing performance issues.

In cases severe enough to warrant termination, employers should contact their co-op coordinator. When a student is terminated from co-op employment, he or she is at risk of not receiving credit for the co-op experience. Employers are asked to provide a written summary of the events that led to the termination so that Steinbright can address the issue with the student and determine appropriate next steps.

Supervision and Instruction

Co-op students should be supervised in the same way as regular employees, with a special focus on mentorship and guidance. Some key points to keep in mind when supervising a co-op student:

- Ensure co-op students have a clear understanding of the reporting structure, including who they can go to as a back-up supervisor
- Be accessible for questions
- Clearly communicate expectations for work assignments and deadlines
- Assign work that is meaningful and challenging, enabling the student to gain new skills
- Include students in meetings, presentations and report writing as appropriate
- Schedule regular meetings to check-in with the student
- Schedule performance reviews and provide constructive feedback to the student
- Provide on-going training and guidance as necessary
- Check on student's work load, and assign additional tasks if possible
- If work problems arise, see the Performance Issues section (above)

Site Visits

Co-op employers may be contacted by their co-op coordinator to schedule a date and time for a site visit.

The purpose of a site visit:

- Discuss recruitment strategies at Drexel to increase quality of candidate pool
- View the overall work environment to better communicate information to students
- Visit and speak with current co-op students (if applicable)
- Review the overall co-op program, including upcoming deadlines

Employers interested in scheduling a site visit should contact their co-op coordinator.

Data Requests

From time to time, employers are interested in obtaining data pertaining to the co-op program. If employers are interested in data concerning co-op salaries, they should refer to the Steinbright Co-op Salary Guide: drexel.edu/scdc/employers/hire-coop/process/salary-guide. For all other data requests, employers should contact their co-op coordinator.

Students in Distress

If a student is exhibiting signs of psychological or emotional distress, employers should contact their co-op coordinator, who may refer the student to the Drexel Counseling Center.

Signs and symptoms of a student in distress:

- Excessive procrastination and very poorly prepared work, especially if inconsistent with previous work
- Infrequent work attendance and/or consistent tardiness
- Lack of productivity while at work with little or no work completed
- Listlessness, lack of energy or falling asleep while at work
- Marked changes in personal hygiene or weight
- Marked changes in behavior from previous interactions
- Repeated requests for special consideration
- Behavior which regularly interferes with the work environment
- High levels of irritability, including unruly, aggressive, violent or abrasive behavior
- Inability to make decisions
- Emotions that are displayed to an extreme degree or for a prolonged period of time

How employers can help:

- Contact the Steinbright Career Development Center
- Refer student to the company's Employee Assistance Program (if available)
- Consult the company's human resources department for assistance in providing student with resources
- Assist the student in locating additional resources, if possible

Harassment and Discrimination

Steinbright expects all Drexel University co-op students to be held to the same standard, and afforded the same protections as an employer's regular full-time employees. If a student is accused of harassment or discrimination while on co-op, Steinbright should be informed immediately to address the matter. If a student is the victim of harassment or discrimination - as reported to employers or as reported to our office - Steinbright consults with Drexel University General Counsel and the Office of Equality and Diversity.

Students with Disabilities

Drexel co-op employers are expected to make reasonable and appropriate accommodations for students with documented disabilities. All Drexel co-op students with a disability need to register with the Office of Disability Resources in order to obtain accommodations and services prior to beginning their co-op.

Drexel's Office of Disabilities Resources collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable and appropriate accommodative measures. They can provide guidance regarding interview and workplace questions about accommodations. In efforts to ensure compliance with current legislation and eliminate attitudinal barriers against people with disabilities, the Office of Disabilities Resources (drexel.edu/oed/disabilityResources) also provides guidance and education to Drexel co-op employers with information on the website.

Employers should contact their co-op coordinator with questions.

GRADUATE CO-OP

Drexel University allows graduate students to enrich their studies while simultaneously gaining employment experience related to their career goals. Second year graduate students from select majors can participate in either a three or six-month, full-time, salaried co-op experience.

Participating Programs

- M.S., M.B.A., LeBow College of Business
- M.S.I.S., College of Information Science and Technology
- M.S., Food Science, School of Technology and Professional Studies, Goodwin College
- M.S., Biomedical Engineering, School of Biomedical Engineering
- M.S., Engineering, College of Engineering
 - Chemical and Biological
 - Computer Engineering
 - Computer Science
 - Electrical
 - Electrical/Telecommunications
 - Environmental
 - Mechanical

A new feature on the Steinbright website gives employers the ability to post immediate graduate co-op job opportunities. The jobs are available for 30 days once they are approved and employers will have the ability to cancel or extend the posting if needed. Employers should contact the graduate co-op coordinator when jobs are filled or canceled.

This service is available on the Steinbright website in the Direct Apply Job Board, free of charge. Once positions are posted, the graduate co-op coordinator will review and activate them. The students will submit their resumes directly to employers. Then employers contact students they are interested in to arrange interviews.

There are four potential cycles for graduate co-op:

Summer/Fall - 6 Months
Fall/Winter - 6 Months
Summer - 3 Months
Fall - 3 Months

For more information about the graduate co-op program, call the Steinbright Career Development Center at 215-895-2185 to speak with the graduate co-op coordinator.

RECRUITMENT STRATEGIES

Information Sessions

Hosting an information session on Drexel's campus can be highly effective in an organization's overall recruiting strategy. Information sessions allow a company to promote employment opportunities to targeted or general student audiences, provide information in advance of individual interviews and meet and evaluate students in an informal setting.

Information sessions may be held for potential co-op students and full-time hires, separately or within combined sessions. Employers are encouraged to first consult with a co-op coordinator or with the manager of career services on the best timing for an information session.

"Open" sessions are open to all interested students and will be advertised on the Steinbright Career Development Center website as well as announced via email. "Closed" sessions are for invited students only (i.e., the night before interviews on campus) and are not advertised publicly; employers are expected to contact invited students directly to ensure attendance.

We will work with Drexel University's Event Services Office to secure a suitable location; there are monetary costs associated with scheduling which may vary depending upon room set-up requirements. Catering may also be arranged with Drexel's catering services once a room reservation is confirmed. To schedule an information session, please visit the Steinbright website at drexel.edu/scdc/calendars-events/employer-information.

Career Fairs

Drexel's annual career fairs, held in October and April, are among the largest in the tri-state area and attract thousands of students and hundreds of employers. These events are excellent venues to promote companies to graduates and potential co-op students. Student who attend these events represent all of the University's colleges and schools.

Engineering Career Fair

The Engineering Career Fair is held each February as part of National Engineers Week.

To register for an upcoming Career Fair, please visit the Steinbright website at drexel.edu/scdc/career-fairs

Recruiting Graduates & Graduating Seniors

Drexel graduates have exceptional experience, motivation and knowledge as a result of their educational preparation and prior participation in undergraduate co-op programs.

The Career Services team within Steinbright has a number of services available to assist employers with the recruitment of graduating students and recent alumni. Steinbright job posting and recruiting services are targeted toward current students and alumni who graduated within the past two years.

On-Campus Interviews

There are two scheduled periods of on-campus interviews during the fall and spring terms. Employers post jobs, pre-select candidates, schedule interviews and communicate with students/recent alumni all online through Drexel Dragon Jobs.

Off-Campus Interviews

Employers may post jobs and interview off-campus at any time during the year. Students will apply to these jobs online through Dragon Jobs and employers can contact applicants directly to arrange interviews at their location.

Dragon Jobs

Steinbright manages a comprehensive recruiting program for graduating students and recent alumni through our online recruiting system, Drexel Dragon Jobs. Dragon Jobs can be utilized throughout the year to post career opportunities.

In addition, employers may register for upcoming career fairs and information sessions, view upcoming dates/deadlines and view student applications for posted positions. Important announcements are also provided within the Dragon Jobs system.

Recruiting Alumni

Steinbright job posting and recruiting services (all run through Drexel Dragon Jobs) are targeted toward current students or alumni who graduated within the past two years. Employers with a job opportunity for alumni that requires 3 or more years of experience are invited to post positions via the Alumni Relations office by emailing the job to alumni@drexel.edu. Further details regarding alumni career services can be found here: drexel.edu/ia/alumrel/contact_us.asp.

Job Postings in Dragon Jobs

Employers must first have an account within Drexel Dragon Jobs – employers without an account may register for one by visiting:

drexel.edu/sdc/dragonjobs

Employers log in to Drexel Dragon Jobs and post a job. If recruiting on campus the employer will be asked to request a date.

Jobs and interview schedules posted to the online system will be reviewed and approved by Steinbright staff. Employers will receive an email when the posting is approved.

For on-campus interviews, employers are asked to review all applicants and select them as either “Accepted” or “Alternate” or “Declined” within the Dragon Jobs system – this notifies students of their status and will allow those selected to sign up for interviews online. For off-campus interviews, employers may log into Dragon Jobs at any time to review applicants.

Interview schedules are available for review and adjustment leading up to the interviews.

Corporate Partners

The Steinbright Career Development Center Corporate Partners Program provides vital financial support for qualified co-op students who want to work in unpaid positions with non-profit organizations as well as students who want to pursue co-op opportunities nationally and internationally. Students receiving these funds will be able to experience enriching opportunities that would otherwise not be available to them. In return, corporate partners benefit by developing relationships which will gain them prominence and visibility campus-wide.

Drexel University is a tax-exempt nonprofit organization under Section 501(c)(3) of the Internal Revenue Code. Donations to Drexel are tax deductible as allowed by law.

For more information about the Corporate Partners Fund, employers should contact their co-op coordinator.



Becoming a Corporate Partner

Dragon Partner - \$5,000 Annual

- Registration fee waived for five Steinbright career fairs
- Company name/logo on student bags for career fairs
- Full-page ad in Steinbright career fair programs
- Two complimentary information session rooms
- Company name/logo on the Steinbright website and link from Steinbright Facebook page
- Invitation to annual Co-op Awards event and recognition in program

Gold Partner - \$2,500 Annual

- Registration fee waived for one Steinbright career fair and discounted for four additional career fairs
- Half-page ad in Steinbright career fair programs
- One complimentary information session room
- Company name listed on Steinbright website
- Invitation to annual Co-op Awards event and recognition in program

Blue Partner - \$1,000 Annual

- Discounted registration fee for five Steinbright career fairs
- Company name listed in Steinbright career fair programs
- Company name listed on Steinbright website
- Invitation to annual Co-op Awards event

BEST PRACTICES FOR CO-OP SUCCESS

Co-op employers and supervisors are essentially adjunct instructors for Drexel co-op students, teaching professionalism on the job.

The following points were compiled from employers and students about what makes an excellent co-op experience.

- Provide an initial orientation and ongoing trainings.
- Establish clear expectations for communication and routine check-in points for feedback.
- Discuss employer and student expectations and establish specific learning objectives.
- Set up meetings with different company representatives and instruct students on how to network within the company and industry.
- Schedule mid-point evaluations to give students feedback and make adjustments.
- At the end of co-op, complete the SCDCOnline performance evaluation.
- Review the student's updated resume. If appropriate, provide a letters of recommendation.
- Talk about professional development as related to the industry or the student's major.
- Encourage students to present or provide a written summary of their experience to colleagues and future co-op hires.
- Include students in the interview process for their co-op replacement and potentially have students be involved in the initial training of their replacement.

Contact Steinbright with questions, concerns or just to relay a student's success.



BEST PRACTICES FOR CO-OP SUCCESS

Mentorship

Steinbright requires that co-op employers provide adequate supervision and recommends mentorship to help students grow. Many employers convey that mentorship is a promising practice to enhance the student transition into the company culture, expectations and workplace best practices.

Benefits of Mentorship

Mentorship is intended to help co-op students grow and employers utilize this practice for positive results.

Employers gain:

- Employees more quickly oriented to the company
- Increased employee productivity and engagement
- Increased employee job satisfaction
- A way to promote professional development to employees with high potential
- An opportunity to grow the future employment pool

Mentorship Models

Mentorship functions best when there is a good match between mentor and mentee and can take many forms.

Peer Mentoring: An employee close in age to the mentee is assigned to act as a sounding board for ideas, plans and provide guidance informally.

Group Mentoring: A mentor works with a group of mentees with similar interests and needs.

Supervisor Mentoring: A supervisor guides, instructs and makes recommendations to mentees to develop their skills and workplace knowledge.

Managing Millennials

Most co-op students fall into the generation known as Millennials (born between 1980 – 2000) and they are recognized for the following qualities according to a Pew Research Study: confident, upbeat, self-expressive, liberal and open to change. Their childhoods were often characterized by highly structured free-time, team activities and a sense of accomplishment in child-centric environments. Managing this generation for greatest success can result by following the tips below.

8 Tips for Managing Millennials

- **Provide leadership and focus on development.** Millennials want to learn from managers and value consistent feedback. They benefit from big picture explanations and mentorship.
- **Include structure.** Millennials function best with scheduled meetings, agendas, clear goals, deadlines and expectations.
- **Encourage the team approach.** These students are accustomed to being organized into groups to achieve goals. They collaborate well, embrace diversity and have team experience.
- **Develop forums for idea sharing.** Millennials value opportunities to express their ideas. By de-briefing weekly or including time in meetings for discussion, employees feel heard.
- **Challenge Millennials and vary their work.** These students seek variety to stay engaged and regularly look to their next step. Keeping these employees challenged is the key to keeping them focused.
- **Accept multi-tasking.** Millennials grew up in a digital age and are experienced at juggling instant messages, music, phone calls and emails simultaneously.
- **Respect and acknowledge their contributions.** This generation wants to hear that their work is valued. They often have a positive self-image and appreciate feedback.
- **Foster a fun workplace.** Millennials want to be social at work and including them in planning social events will make a difference.

Though these qualities and recommendations characterize the generation, there will certainly be individual exceptions.



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